

### 1.7. To whom do we usually disclose your personal information?

Normally, we would use your personal information for the purpose(s) that it was collected, for any secondary purposes directly related to that primary purpose(s), or to comply with our legal obligations.

From time to time we may disclose personal and sensitive information to third parties for administrative purposes. This includes:

- service providers (like those that host our website servers, manage our Information Communication Technology [ICT] and our fundraising agents).
- other related church agencies/entities
- local parishes
- other Dioceses
- people providing services to the Diocese, including specialist visiting clergy, coaches, counsellors and volunteers
- people and organisations providing administrative and financial services to the Diocese
- Catholic Schools NSW
- schools within other Dioceses
- government agencies
- medical practitioners
- anyone you authorise the Diocese to disclose information to
- anyone to whom the Diocese is required or authorises to disclose the information to by law, including child protection laws.

Personal information collected from children and young people is regularly disclosed to their parents or guardians.

We do not normally send your information overseas except in limited circumstances when necessary for the operation of our organisation. Some of our contracted external suppliers may have some or all of their business located overseas. Therefore, personal information may be stored in the cloud in servers located outside Australia.

We will not disclose your personal information to third parties for their own marketing purposes without your prior consent.

### 1.8. You can access and correct your personal information

You may seek access to personal information collected about yourself or your child/ren. Children may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of our duty of care, or where other people have provided information in confidence.

If you need to contact us for any reason in relation to your personal information (whether it be if you need to update your information, access your information, ask a question about how we handle your personal information, make a comment about this Privacy Policy or to make a privacy complaint), you can contact us via:

#### **Diocese of Parramatta**

PO Box 3066

Parramatta NSW 1750

**Email:** [privacy@parracatholic.org](mailto:privacy@parracatholic.org)

### 1.9. How you make a complaint

The Diocese's Privacy Policy sets out how you can complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint.

If we form the view, based on reasonable grounds, that there has been a Notifiable Data Breach (NDB), we will notify the Office of the Australian Information Commissioner by use of an online form known as a Notifiable Data Breach Statement as well as individuals whose personal information is likely to result in serious harm due to the breach as soon as practicable.



# Privacy Collection Notice



This Privacy Collection Notice is given to those providing personal information at the time of collecting personal information (or as soon as practicable thereafter).

### 1.1. Who do we collect the personal information from?

We generally collect personal information, including sensitive information, directly from you. However, in some cases, we may receive personal information from a third party (for instance if we receive a complaint) and when it is relevant to fulfil our statutory responsibilities.

We collect personal information about clergy, employees, parishioners, volunteers, contractors and subcontractors, prospective employees of the Diocese, and members of the general public.

From time to time, we may ask you to provide medical reports about yourself or your child. Health information is 'sensitive information' within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.

### 1.2. How do we collect personal information?

Information may be collected from you in person, from our website, email, social media, through CCTV located on Diocesan premises, by telephone or by post.

### 1.3. For what purposes do we collect personal information?

Personal information collected by us is only for purposes which are directly related to the functions and activities of the organisation. These purposes include:

- The employment of staff and engagement of contractors and volunteers
- To discharge the Diocese's legal obligations including our duty of care
- For insurance purposes
- For surveillance purposes
- To minister to the faithful and to provide pastoral care
- To provide welfare and support
- To administer sacraments

For religious obligations including:

- Assisting the Diocese to improve day to day operations including staff training, systems development, developing new programs and services, undertaking planning, research and statistical analysis
- Marketing, promotional and fundraising activities
- Supporting community-based causes and activities, charities and other causes in connection with the Diocese functions and activities
- Other purposes that may arise from time to time.

Some of the information we collect is to satisfy the our civil legislative and Canon Law obligations which requires certain information to be collected and disclosed.

### 1.4. What if we did not collect this personal information?

You are not required to provide us with your personal information. However, if you do not, we might not be able to provide certain activities, programmes or services to you.

### 1.5. How we store your personal information

Some third-party providers we use, e.g. for cloud storage of electronic data and fundraising, may be located outside of Australia. We are committed to safeguarding personal information held by us and will comply with all applicable laws relating to the cross-border data disclosure. We have reviewed the privacy policies of our electronic systems third party providers to ensure that they have appropriate policies and controls in place.

Where your image is recorded through our CCTV systems, your image will be secured on dedicated a Digital Video Recorder and will only be accessed by authorised personnel.

### 1.6. How we use your personal information

We may use your personal information for our ministry, evangelisation and pastoral work. It may also be used to administer sacramental programmes.

We may send you promotional or marketing material from time to time. We may send you material that we believe would be of interest to you unless you tell us not to. We'll make sure that any marketing emails, texts and letters we send you clearly tell you how to opt out.

On occasions, we may use your image or other information such as news stories, profiles, achievements, and activities for the following purposes:

- Print materials including newsletters, magazines, posters, brochures, booklets and displays
- Digital Media including websites, including websites produced and/or managed by us, social media, email, online advertising
- Newspaper articles and advertising

We also engage in fundraising activities. Information received from you may be used to request your support. It may also be disclosed to organisations that assist in our fundraising activities solely for that purpose.

Where your image or voice is filmed, photographed or recorded incidental to the recording of a performance, we may use your image or voice for marketing purposes without authorisation, attribution or compensation to you.

We will only access CCTV recordings for incident management purposes (e.g. a break in, vandalism etc.)

We will obtain your written permission or written permission from your child's parent or guardian prior to publication if we would like to include photographs or other identifying material in our promotional material or otherwise make it available to the public such as on the internet.

If you provide us with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to us. We will treat any personal information that you provide us with, including personal information of others, in accordance with our Privacy Policy and legal obligations.

The Diocese is committed to displaying signs whenever CCTV is in place.